

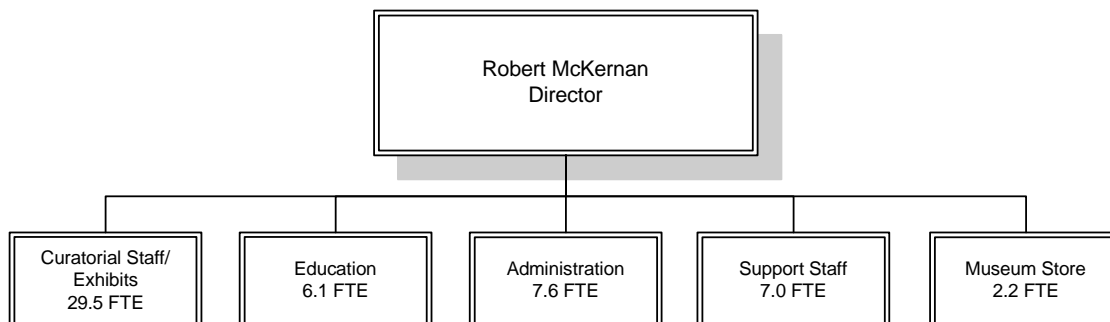
COUNTY MUSEUM

Robert L. McKernan

MISSION STATEMENT

The San Bernardino County Museum maintains and develops unique cultural and natural science collections related to the region and the greater Southwestern United States. Through responsible collection, preservation, exhibition, and education, the County Museum inspires the public to archive a deeper understanding of their cultural and natural history.

ORGANIZATIONAL CHART



SUMMARY OF BUDGET UNITS

2004-05					
	Operating Exp/ Appropriation	Revenue	Local Cost	Revenue Over/ (Under) Exp	Staffing
County Museum	3,789,730	2,305,417	1,484,313		51.2
Museum Store	165,541	169,650		4,109	2.2
TOTAL	3,955,271	2,475,067	1,484,313	4,109	53.4

DESCRIPTION OF MAJOR SERVICES

The Museum provides cultural and educational programs and activities for the public at its main facility in Redlands and the following seven regional sites: Agua Mansa Cemetery in Colton, Casa de Rancho Cucamonga (Rains House), Daggett Stone Hotel, Asistencia Mission in Redlands, Mousley Museum of Natural History in Yucaipa, Yorba-Slaughter Adobe in Chino, and Yucaipa Adobe. These programs and activities involve the preservation of cultural and natural heritage collections, display of permanent and special exhibitions, and care and preservation of historical sites depicting the history and culture of San Bernardino County. Museum programs promote learning and awareness through community outreach, partnerships with educational institutions, and research that enhances both the collections and educational services. Permanent and loaned collections are preserved for the benefit of the public and the scientific community. The County Museum has been accredited from the American Association of Museums since February 23, 1973. In 2002, the Museum received its decennial accreditation that will continue through 2012.

The Museum is comprised of the following divisions: Education, Exhibitions, Anthropology, History/Archives, Biological Science, and Geological Sciences. All divisions provide educational services for families, the general public, school groups, educators, and scholars at the main Museum facility and historic sites. In addition, the Biological Science and the Geological Sciences divisions conduct scientific field research and studies for public and private agencies. This research consists of both short and long-term field studies resulting in significant revenue for the department. A portion of this revenue is used to support other Museum programs and activities. Furthermore, this field research results in valuable collections being accessioned into the museum collections that are curated and exhibited for public education at the main facility and historic sites.



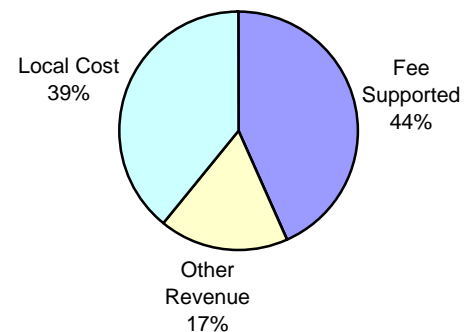
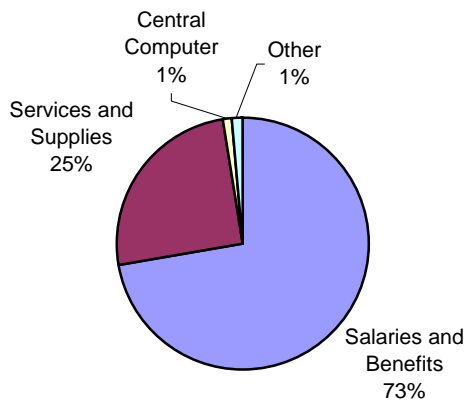
BUDGET AND WORKLOAD HISTORY

	Actual 2002-03	Budget 2003-04	Estimate 2003-04	Proposed 2004-05
Total Appropriation	4,069,878	3,844,442	3,575,927	3,789,730
Total Financing Sources	2,676,985	2,231,590	1,978,085	2,305,417
Local Cost	1,392,893	1,612,852	1,597,842	1,484,313
Budgeted Staffing		52.5		51.2

Workload Indicators

Total Attendance	65,185	70,000	67,000	72,000
Collected Lots, Objects and Specimens	1,500,000	1,510,000	1,510,000	1,550,000
Research Revenue	2,088,020	1,648,500	1,520,131	1,342,300

The proposed reduction in research revenue for FY 2004-05 is largely based on a decrease in the number of research projects scheduled for the upcoming year. This decrease is due to several projects being completed during FY 2003-04, primarily the United States Bureau of Reclamation lower Colorado River studies. However, these reductions are being partially offset by research projects for Nevada Power and the United State Forest Service.

2004-05 BREAKDOWN BY EXPENDITURE AUTHORITY 2004-05 BREAKDOWN BY FINANCING SOURCE

GROUP: Econ Dev/Public Svc
DEPARTMENT: County Museum
FUND: General

BUDGET UNIT: AAA CCM
FUNCTION: Cultural Services
ACTIVITY: Museums

ANALYSIS OF 2004-05 BUDGET

	A	B	C	D	E	B+C+D+E F	G	F+G H
	2003-04 Year-End Estimates	2003-04 Final Budget	Cost to Maintain Current Program Services (Schedule A)	Board Approved Adjustments (Schedule A)	Impacts Due to State Budget Cuts (Schedule B)	Board Approved Base Budget	Department Recommended Funded Adjustments (Schedule C)	2004-05 Proposed Budget
Appropriation								
Salaries and Benefits	2,638,783	2,707,230	172,692	-	(144,181)	2,735,741	(3,840)	2,731,901
Services and Supplies	890,775	1,086,783	27,110	(185,301)	-	928,592	32,866	961,458
Central Computer	29,423	29,423	11,141	-	-	40,564	-	40,564
Improve to Struct	-	-	-	-	-	-	23,000	23,000
Equipment	9,800	9,800	-	-	-	9,800	13,000	22,800
Transfers	32,146	36,206	-	-	-	36,206	(26,199)	10,007
Total Exp Authority	3,600,927	3,869,442	210,943	(185,301)	(144,181)	3,750,903	38,827	3,789,730
Reimbursements	(25,000)	(25,000)	-	-	-	(25,000)	25,000	-
Total Appropriation	3,575,927	3,844,442	210,943	(185,301)	(144,181)	3,725,903	63,827	3,789,730
Departmental Revenue								
Use of Money & Prop	41,630	56,550	-	-	-	56,550	(9,050)	47,500
State, Fed or Gov't Aid	21,758	4,000	-	-	-	4,000	(1,800)	2,200
Current Services	1,520,131	2,010,201	-	10,000	-	2,020,201	(377,098)	1,643,103
Other Revenue	383,154	145,839	-	-	-	145,839	455,775	601,614
Total Revenue	1,966,673	2,216,590	-	10,000	-	2,226,590	67,827	2,294,417
Operating Transfers In	11,412	15,000	-	-	-	15,000	(4,000)	11,000
Total Financing Sources	1,978,085	2,231,590	-	10,000	-	2,241,590	63,827	2,305,417
Local Cost	1,597,842	1,612,852	210,943	(195,301)	(144,181)	1,484,313	-	1,484,313
Budgeted Staffing		52.5	-	-	(2.0)	50.5	0.7	51.2

DEPARTMENT: County Museum
FUND: General
BUDGET UNIT: AAA CCM

SCHEDULE A

MAJOR CHANGES TO THE BUDGET

	Budgeted Staffing	Appropriation	Departmental Revenue	Local Cost
2003-04 FINAL BUDGET	52.5	3,844,442	2,231,590	1,612,852
Cost to Maintain Current Program Services				
Salaries and Benefits Adjustments	-	172,692	-	172,692
Internal Service Fund Adjustments	-	38,251	-	38,251
Prop 172	-	-	-	-
Other Required Adjustments	-	-	-	-
Subtotal	-	210,943	-	210,943
Board Approved Adjustments During 2003-04				
30% Spend Down Plan	-	(185,301)	10,000	(195,301)
Mid-Year Board Items	-	-	-	-
Subtotal	-	(185,301)	10,000	(195,301)
Impacts Due to State Budget Cuts	(2.0)	(144,181)	-	(144,181)
TOTAL BASE BUDGET	50.5	3,725,903	2,241,590	1,484,313
Department Recommended Funded Adjustments	0.7	63,827	63,827	-
TOTAL 2004-05 PROPOSED BUDGET	51.2	3,789,730	2,305,417	1,484,313



SCHEDULE B

DEPARTMENT: County Museum
 FUND: General
 BUDGET UNIT: AAA CCM

IMPACTS DUE TO STATE BUDGET CUTS

Brief Description of State Budget Cuts	Budgeted Staffing	Appropriation	Departmental Revenue	Local Cost
Reduction in Salaries and Benefits	(2.0)	(144,181)	-	(144,181)
Defund 1.0 vacant deputy director and 1.0 vacant museum senior technician.				
Total	(2.0)	(144,181)	-	(144,181)



SCHEDULE C

DEPARTMENT: County Museum
 FUND: General
 BUDGET UNIT: AAA CCM

DEPARTMENT RECOMMENDED FUNDED ADJUSTMENTS

Brief Description of Program Adjustment	Budgeted Staffing	Appropriation	Departmental Revenue	Local Cost
1. Salaries and Benefits	0.7	(3,840)	-	(3,840)
* Due to reduced revenues resulting from fewer research projects, the department is proposing to defund 1.0 vacant Professional Biologist and 1.0 Museum Educator for a total savings of \$100,199. * The department is adding 2.5 Public Service Employees (\$63,296) and 0.7 Contract Project Coordinator (\$28,290) to assist with the development of the Inland Empire Archival Heritage Center and Web Module. This project is funded by a grant from the Institute of Museum and Library Services (IMLS). * 0.5 decrease in budgeted staff due to reductions in the number of hours worked for various positions. This results in a \$23,657 savings. * Step increases result in an additional \$28,430 budgeted for FY 2004-05.				
2. Services and Supplies	-	32,866	-	32,866
* Increase for development of the Inland Empire Archival Heritage Center & Web Module (\$220,000). * Decreases to the following: * Professional Services (\$55,000) * Vehicle charges (\$29,073) * office expense (\$26,576) * temporary help services (\$18,706) * travel expenses (\$14,160) * communications expenses (\$14,127) * custodial services (\$10,800) * various other charges (\$18,692)				
3. Improvements to Structures	-	23,000	-	23,000
Purchase of Compact Storage for History Division to be funded by the IMLS grant.				
4. Equipment	-	13,000	-	13,000
Purchase of ARGUS web module and server.				
5. Transfers	-	(26,199)	-	(26,199)
Elimination of offsite leased office space. Administrative staff was relocated to the main museum so this rental expense could be terminated.				
6. Reimbursements	-	25,000	-	25,000
Biology research work for the Special Districts Department will be completed in FY 2003-04.				
7. Revenue From Use of Money and Property	-	-	(9,050)	9,050
Decrease in historic site weddings projected based on current trends.				
8. State, Federal, or Other Governmental Aid	-	-	(1,800)	1,800
Reduction in State Contract with the Archaeological Institute Center (AIC).				
9. Current Services Revenue	-	-	(377,098)	377,098
Decrease is the result of reduced research revenue due to the completion of several projects, as well as a decline in school group attendance at the Museum. These decreases are partially offset by the addition of the Western Center Project.				
10. Other Revenue	-	-	455,775	(455,775)
* Revenue from IMLS grant (\$512,013). * Revenue from the Museum's Special Revenue Fund (\$20,901) to assist with financing operations. * Contribution from the Museum Association to offset a portion of marketing costs (\$9,200). * Decreased contributions and donations (\$86,339) from the Irvine Foundation grant and the Fedco grant.				
11. Operating Transfers In	-	-	(4,000)	4,000
Decrease in Museum store contribution based on net income projections for FY 2004/05.				
Total	0.7	63,827	63,827	-



DEPARTMENT: County Museum
FUND: General
BUDGET UNIT: AAA CCM

SCHEDULE D

POLICY ITEM REQUESTS

Ranking	Brief Description of Policy Item	Budgeted Staffing	Appropriation	Departmental Revenue	Local Cost
1	Mousley Museum of Natural History The Mousley Museum was closed during FY 2002-03 due to loss in local cost for the Museum. The Museum is seeking funding to re-open the Mousley Museum and partner with the local community to develop a more community based facility and enhance customer service. The funds being requested would be used to finance the addition of 0.7 Museum Educator and related services and supplies to support minimal operations at this site.	0.7	39,962	-	39,962
2	Museum Clerk Additional funding for a Museum Clerk to increase the amount of hours for operating the front desk. Approval of this item will have a positive impact on customer service.	0.5	16,064	-	16,064
3	Marketing Restoration of that portion of the Department's marketing budget reduced by Board action on September 23, 2003. Approval of this item would provide additional funds for newspaper advertising, theatre slides, direct mail, printing services (brochures, flyers, museum guides, etc.) and promotion with public television and other media partners.	-	50,000	-	50,000
4	Building Maintenance Restoration of that portion of the Department's maintenance budget reduced by Board action on September 23, 2003. As a result of that action, building maintenance at all Museum sites have been severely restricted. Approval of this item would provide funding for much needed repairs and improvements to Museum facilities.	-	30,000	-	30,000
5	Educational Center Development The development of an Educational Center would provide a hands on environment for all visitors to the Museum. This environment would enhance services for school districts, local communities, and residents within the County and the region.	-	31,500	-	31,500
Total		1.2	167,526	-	167,526

SCHEDULE E

DEPARTMENT: County Museum
FUND: General
BUDGET UNIT: AAA CCM

FEE REQUEST SUMMARY

Brief Description of Fee Request	Budgeted Staffing	Appropriation	Departmental Revenue	Local Cost
Increased hourly rate for professional services County Code Section 16.0218(a)(1) allows the County Museum to charge a \$68 hourly rate for services performed by its professional, curatorial, and supervisory personnel. Based on the results of a rate study completed by the Auditor/Controller's Office, as well as a 6% increase in the Museum's FY 2004-05 costs due to MOU and retirement rate adjustments, the Department is recommending that this \$68/hour charge be increased to \$72/hour. The financial impact of this increase for the upcoming year would be minimal (approximately \$10,000) because most of the research work anticipated for FY 2004-05 would be charged at the current rate in accordance with existing Board-approved contracts. The primary financial benefit of this increase would occur in the following fiscal year; however, it is difficult to project the future financial impact from this action since it depends on a number of factors, principally the number of research projects for that year. The Department would use the additional \$10,000 of revenue generated in FY 2004-05 to fund a 0.5 Exhibit Technician to assist with current collection-based exhibits. Based on the aforementioned Auditor/Controller study, the Museum does not believe that increases to its current \$32/hour technician rate and \$54/hour senior technician rate are warranted at this time. The Department will request that the Auditor/Controller review these rates again in the future to determine if subsequent increases are justified.	0.5	10,000	10,000	-
Total	0.5	10,000	10,000	-

